

Date: Apr 24 2025

To  
Government Department  
456 Government Plaza, Capital City, 654321

Subject: Exemption Request for EMD for Tender No. GEM-2023-B-12345678

Dear Sir/Ma'am,

I am writing on behalf of Sample Company Ltd., a registered Micro, Small, and Medium Enterprise (MSME), in reference to Tender No. GEM-2023-B-12345678 issued by Government Department. We appreciate the opportunity presented by the tender and wish to participate actively.

As per the Government of India's Micro, Small, and Medium Enterprises Development Act, 2006, and the subsequent amendments, MSMEs are eligible for certain exemptions and benefits to facilitate their participation in procurement processes. One such benefit pertains to the waiver or exemption of Earnest Money Deposit (EMD) for MSMEs.

We hereby claim exemption from the requirement of submitting EMD for the aforementioned tender based on our MSME status. Our MSME registration details are as follows:

1. MSME Registration Number: UDYAM-DL-01-0012345

Furthermore, we confirm that our MSME registration is valid and up-to-date as per the records of the appropriate authority.

In compliance with the provisions outlined in the tender documents and relevant government regulations, we have enclosed the following documents for your verification:

1. Copy of our valid MSME registration certificate
2. Any other documents or information deemed necessary for the verification process

We kindly request your prompt attention to this matter and the necessary actions to process our exemption request.

Yours Sincerely,

John Smith  
Marketing Director  
Sample Company Ltd.